

## REQUEST FOR INFORMATION

FOR

**Investigative Services**

FOR

**The Civilian Review and Complaints Commission for the RCMP**

### 1.0 INTRODUCTION

The Request for Information (RFI) constitutes a preliminary phase to a potential procurement process by the Civilian Review and Complaints Commission for the RCMP (CRCC) with regard to the Statement of Work and Terms of Reference attached.

This is not a bid solicitation. The CRCC is seeking feedback from the industry with respect to Investigative Services.

Suppliers are not required to submit a response to this RFI in order to participate in any later phases of the procurement process.

### 2.0 BACKGROUND

The Civilian Review and Complaints Commission for the RCMP (CRCC) is an agency of the federal government, distinct and independent of the RCMP. Its goal is to enhance RCMP accountability by providing civilian review of complaints relating to RCMP activities and member conduct.

When reviewing complaints about the RCMP or the conduct of its members, the CRCC does not act as an advocate for either the complainants or the RCMP members. Rather, its role is to inquire into complaints independently and to reach conclusions after an objective examination of the information provided.

Through its investigative and review processes, the CRCC makes recommendations, which are remedial in nature, and intended to improve RCMP policy, procedure, practice, and member conduct.

Vision

Excellence in policing through accountability.

Mission

To enhance the accountability of the RCMP by providing civilian review of RCMP activities and member conduct.

Mandate

As set out in Parts VI and VII of the *Royal Canadian Mounted Police Act*, the mandate of the CRCC is to:

- ✓ receive complaints from the public about the conduct of RCMP members;
- ✓ conduct reviews when complainants are not satisfied with the RCMP's handling of their complaints;
- ✓ initiate complaints and investigations into RCMP conduct when it is in the public interest to do so;
- ✓ review specified activities; and
- ✓ report findings and make recommendations.

The CRCC is committed to creating an increasingly diverse workforce inclusive of Indigenous people, visible minorities, women and persons with disabilities.

### **3.0 TERMS OF REFERENCE FOR THIS RFI**

The CRCC has a need for Investigators with various specialties to assist with investigations.

The Terms of Reference for this RFI are in the attached Statement of Work and Evaluation Criteria.

### **4.0 PURPOSE**

The CRCC is issuing this RFI to provide suppliers with an opportunity to:

- a) Learn about current and anticipated CRCC requirements in regards to investigative services that may be contracted to assist the CRCC in meeting its mandate; and
- b) Review the proposed generic SOW and Evaluation Criteria that the CRCC would potentially use to procure investigative services and provide comment and /or offer feedback.

The CRCC may choose to provide the following supplier engagement activities at a future date, but is not required to do so:

- Presentations by the CRCC
- Other post-supplier engagement activities, which may include the following, without limitation:
  - Invitation to qualify;
  - Solicitations;
  - Other RFI opportunities.

These efforts are intended to give the CRCC a better understanding of the relevant investigative services available in the market that could support the CRCC in meeting its mandate.

This RFI is not a solicitation of bids or proposals and does not constitute a commitment with respect to future purchases, procurements or contracts. No contract will be awarded as a result of the activities undertaken during this RFI. Potential suppliers of any services described in this RFI should not reserve stock or facilities, or allocate resources, as a result of any information contained in this RFI.

### **5.0 CURRENT AND EXPECTED AREAS OF INTEREST**

The CRCC is issuing this RFI to provide suppliers with an opportunity to learn more about future CRCC investigative service requirements.

## **6.0 CONDITIONS**

### **6.1 Nature of Request for Information**

This is not a bid solicitation. This RFI will not result in the awarding of any contract, nor will it result in the creation of any formal list. Therefore, should a supplier not respond to this RFI, it will not preclude that supplier from participating in any future procurement(s). Also, the procurement of any services identified in this RFI will not necessarily follow this RFI, as the CRCC reserves the right to cancel or modify any of the preliminary requirements described herein. This RFI is simply intended to solicit feedback from the industry with respect to the current and expected areas of interest described in this RFI.

### **6.2 Nature and Format of Responses Requested**

Respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied.

Respondents should explain any assumptions they make in their responses.

We ask that suppliers avoid contacting CRCC personnel directly about their offerings, since they would simply be directed to the Contracting Authority.

### **6.3 Response Costs**

The CRCC will not reimburse any respondents or any of its representatives for any overhead, costs or expenses incurred in participating in or responding to any part of this RFI.

### **6.4 Treatment of Responses**

- **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by the CRCC to develop or modify procurement strategies or any draft documents contained in this RFI. The CRCC will review all responses received by the RFI closing date. The CRCC may, at its discretion, review responses received after the RFI closing date.
- **Review Team:** A review team composed of CRCC representatives will review the responses. The CRCC reserves the right to hire any independent consultant, or use any government resources that it considers necessary, to review any response. Not all members of the review team will necessarily review all responses.
- **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. The CRCC will handle the responses in accordance with the *Access to Information Act*.
- **Follow-up Activity:** The CRCC may, at its discretion, meet with suppliers who indicate in their responses that they wish to participate in a follow-up meeting. Such a follow-up activity, if conducted, may include, but is not limited to, individual meetings and/or conferences. The CRCC may, at its discretion, contact any supplier to follow up with additional questions or for clarification of any aspect of a response.

### **6.5 Contents of this RFI**

This RFI refers to a Submission Form (Questionnaire) to be completed by interested suppliers. If or when it becomes available, additional information about CRCC supplier engagement activities and current and expected areas of interest will be added.

This RFI and related documents are currently at a preliminary stage. Suppliers should not assume that new clauses or requirements will not be added to any future supplier engagement activities or to the procurement documents that may ultimately be published by the CRCC, nor should suppliers assume that

clauses or requirements will not be deleted or remain unchanged. Comments regarding any aspect of the process are welcome and should be submitted using the Submission Form.

## 6.6 Format of Responses

- a) Interested suppliers are invited to complete the Submission Form (Questionnaire) with the appropriate details.

### Submission Form (Questionnaire) – Content

- Service(s) that could be of interest
  - Description of service and relevance to the CRCC's identified areas of interest
  - Suggestions for improvements to its RFI and future procurement processes
  - Link to any reference information the supplier may want to provide
  - Supplier information and point of contact
- b) Interested suppliers are invited to submit responses to current and future RFIs posted on [buyandsell.gc.ca](http://buyandsell.gc.ca).

## 6.7 Enquiries

Because this is not a bid solicitation, the CRCC will not necessarily respond to enquiries in writing or by circulating answers to all suppliers. However, suppliers with questions regarding this RFI may direct their enquiries to the Contracting Authority.

We ask that suppliers avoid contacting CRCC personnel directly about their service offerings as they will be directed to the Contracting Authority. The completion of the submission form will allow any information submitted to be directed to the appropriate CRCC personnel.

## 7.0 SUBMISSION OF RESPONSES

Suppliers wishing to respond to any CRCC RFI posted on [buyandsell.gc.ca](http://buyandsell.gc.ca) should refer to that published tender document for specific submission requirements:

- a) Time and Place for Submission of Responses: Respondents should send responses electronically by the date and time using the method specified on the front page of each published RFI.
- b) Responsibility for Timely Delivery: Each respondent is solely responsible for ensuring that its response is delivered on time, in the right format and to the correct location, in accordance with the submission requirements identified in each published RFI.

Contracting Authority: CRCC Contracting Authority  
E-mail: [contracting.contracting@crcc-ccetp.gc.ca](mailto:contracting.contracting@crcc-ccetp.gc.ca)

## SUBMISSION FORM

### (QUESTIONNAIRE)

As the purpose of this RFI is to solicit industry feedback with respect to the Civilian Review and Complaints Commission for Investigation Services, respondents are invited to submit answers in response to the questions below.

Respondents are encouraged to submit answers to as many questions as possible. The Statement of Work and the Evaluation Criteria should be taken into consideration when responding to questions.

<p>How many years has your Firm been providing Investigative Services?</p> <p>How many years of experience do your Investigators have?</p> <p>What organizations have your Investigators worked for?</p> <p>Are you able to provide investigative services in both official languages (French and English)?</p> <p>Do your Investigators have experience working with Indigenous communities?</p>	
<p>Has your Firm and/or Investigators provided subject matter expertise as a practitioner in the field of any of the following:</p> <ul style="list-style-type: none"><li>✓ General Investigative Services</li><li>✓ Criminal Harassment</li><li>✓ Sexual Abuse</li><li>✓ Sexual Assault</li><li>✓ Violence in Relationships</li><li>✓ Major Crimes</li><li>✓ Terrorism and National Security</li><li>✓ Forensics</li><li>✓ Special Events, Security and Protective Policing</li></ul> <p>Provide the number of years of working experience in each specific category.</p>	
<p>With regard to the above, provide “one” example for each specific type of investigation performed that describes:</p> <p>The investigation;</p> <p>The Investigator’s role and tasks in the investigation;</p> <p>The investigative processes followed; and</p> <p>The results/outcomes of the investigation.</p>	

Describe your knowledge and experience of RCMP Operational Policy.	
In your opinion, are there any requirements and/or items described in the Statement of Work or Evaluation Criteria that are unclear or that would unduly limit a vendor's ability to submit a response?	
Does your Firm have a Facility Security Clearance? If yes, what level?  Do your Investigators have security clearances? If yes, what level?	
Please provide supplier contact, address, email and phone.	
Describe in detail what other services the Firm provides and how they may be of interest to the CRCC.	
Please provide any other information that you believe would be useful and/or an improvement in preparing a procurement process for the services described in this RFI.	